



# WEST CHICAGO ELEMENTARY SCHOOLS

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## Board of Education

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**TO:** Board of Education  
**FROM:** Sarah Burnett, Director of Human Resources  
**DATE:** May 22, 2025  
**RE:** Partnerships Administration

**This memo is:**

- ☐ Information only.  
☒ Information with a recommendation, and a request for Board approval by vote.

Date by which a Board decision is needed: June 5, 2025

Previous memos on this topic can be found:

- ☐ in previous Board packet(s) dated.  
☐ or attached to this memo

<b>Basic Information:</b>
The Director of Partnerships is on a leave of absence for 6 months for personal reasons. An interim Director will need to be appointed in her absence.
<b>Background/Historical Context:</b>
<p>The current Director of Partnerships is currently on a leave of absence for the next 6 months. In her absence, an interim Director will need to be appointed to ensure that the essential roles and responsibilities of her position are fulfilled. There are two current Assistant Directors who are candidates for the interim Director position. Tiffany Posey has been a Community School Administrator since August of 2022 and has a Master's Degree in Higher Education Administration from North Park University. Penny Munoz has been a Community School Administrator since November of 2022 and has a Bachelor's Degree in Social Work from Grand Canyon University.</p> <p>The Partnerships department currently has an opening for a newly approved Community School Administrator position. Once the position is filled, that employee will be able to help with the current workload of the department.</p>
<b>Previous decisions, actions, or parameters that relate to this topic or issue:</b>
On May 8, 2025, a 1.0 FTE Community School Administrator was approved to be added to the Partnerships department.
<b>Recommendations:</b>
The District Administration recommends to approve the appointment of Tiffany Posey as interim Director of Partnerships while the current Director is on a leave of absence.